

Supervisor of Volunteer Services

The Missouri Veterans Home in St. Louis, Missouri has a full time opening for a **Supervisor of Volunteer Services**. This position is responsible for the enhancement of resident quality of care and services through cultivation of a volunteer bureau, assisting Veterans Assistance League organizations in maximizing fund raising activities and ensuring that all cash and gift in kind donations are utilized to the direct benefit of facility's residents. Position will also engage in ongoing public speaking engagements regarding facility's services & admission procedures as well as Veterans Assistance League activities. And requires the ability to supervise a volunteer bureau of high complexity.

The salary range for this position is **\$28,104.00 - \$38,928.00** per year plus a benefit package that includes **paid vacation** and **sick time** as well as **paid holidays**. Health, vision and dental insurance are available to employees along with basic life insurance coverage. Core hours of operation for this position are Monday through Friday from 8:00 am – 4:30 pm, but may also include working holidays and weekends.

Applicants interested in this position must meet the minimum qualifications for Supervisor of Volunteer Services which includes a Bachelor's degree and one or more years of paid or volunteer experience in public relations, community organization, coordination of community services activities or a closely related area. Applicants must possess a comprehensive knowledge of community resources including civic, social, and educational organizations/institutions. Have the ability to establish and maintain effective working relationships with volunteers, staff, community organizations, news media and the general public. Will need an intermediate knowledge of facility organization and the function of various medical and therapeutic services in the treatment of residents or patients. Be knowledgeable of the principles of recruitment, selection, training, placement and supervision of staff. For details about the qualifications and to complete an on-line merit system application visit www.ease.mo.gov . If you are interested in this position, please send a resume to:

Tiffany Davis, Personnel Clerk
Missouri Veterans Home
10600 Lewis & Clark Blvd.
St. Louis, Mo. 63136
Fax: 314-340-2780
E-Mail Tiffany.Davis@mvc.dps.mo.gov

**MISSOURI VETERANS HOME PROGRAM
POSITION DESCRIPTION**

POSITION TITLE: SUPERVISOR OF VOLUNTEER SERVICES

REPORTS TO: ADMINISTRATOR

ACCOUNTABILITY OBJECTIVE:

Enhancement of resident quality of care and services through cultivation of a volunteer bureau, assisting Veterans Assistance League organizations in maximizing fund raising activities and ensuring that all cash and gift in kind donations are utilized to the direct benefit of facility's residents. Position will also engage in ongoing public speaking engagements regarding facility's services & admission procedures as well as Veterans Assistance League activities. Requires the ability to supervise a volunteer bureau of high complexity.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

- Develop facility specific marketing plans in cooperation with Administrator. These may include frequent public speaking engagements regarding facility services and its admission procedures.
- Coordinate the publishing of a facility newsletter to be utilized for mailing to the general community.
- Assist the Veterans Assistance League organization in solicitation and acceptance of both cash and gift in kind donations. Assure that proper recognition of said donations is achieved by coordinating a proper accounting of all donations with facility accountant. This also includes development of an, at least, annualized formal recognition of all donors done in coordination with the Veterans Assistance League.
- Develop and encourage positive relations with community organizations.
- Ensure positive news events receive attention from all local media outlets. This includes the ability to conduct media relations activities and be interviewed as a public spokesperson for facility by all media types.
- Serve as the primary point of contact for the Veterans Assistance League organizations. Provide them administrative support, assist in development of and coordinate their implementation of an annualized fundraising plan, donor recognition program and other related activities. Participate in Assistance League meetings and other events as required.
- Develop and implement a comprehensive plan for the Recruitment, Retention and Recognition of a facility volunteer bureau. These activities are to occur on an annualized basis and are coordinated with input from the Veterans Assistance Leagues, facility department leaders and Administrator.
- Provide ongoing day to day supervision and nurturing of volunteer relationships with both residents and staff. The Volunteer Bureau may be of high complexity due to its functioning 7 days a week with total volunteer hours in excess of 20,000 hours annually.
- Provide facility tours to applicants and their families.
- Sit or stand for extended periods of time.
- Possess a valid Missouri Driver's license and, as necessary, drive during day and/or nighttime hours both I town and on the highway.
- Lift and move supplies and equipment.
- Maintain budget compliance for funds allocated to department. Work closely with Veterans Assistance Leagues to ensure that budgets for all facility activities funded by the Assistance League occur within budget guidelines.
- Assist in performing and scheduling facility tours as requested by both individuals and civic organizations.
- Other duties as assigned.